

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

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| <b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242 | EFFECTIVE DATE |
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| DFW DIVISION/BRANCH/REGION/OFFICE<br>Data and Technology Division, Information Technology Systems Branch (DTD/ITSB)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-030-1402-015         |
| UNIT NAME AND LOCATION<br>Enterprise Application/Web Development Unit, Sacramento                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CLASS TITLE<br>Information Technology Specialist I                     |
| INCUMBENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-030-1402-015 |
| BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS<br>Under the direction of Information Technology (IT) Supervisor II, the Information Technology Specialist I performs a variety of tasks in the Software Engineering domain within the Enterprise Application/Web Development Unit. The primary focus will be on Human Resource Management System (HRMS). The incumbent must have a proficient knowledge of data processing concepts, practices, methods, and principles within the Systems Development Life Cycle (SDLC) and/or Agile and may act in a lead capacity or work as a team member with other programmers and represent the office at internal and external meetings supporting the California Department of Fish and Wildlife's (CDFW) Application Architecture. |                                                                        |

| PERCENTAGE OF TIME PERFORMING DUTIES | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40%                                  | <b><u>ESSENTIAL FUNCTIONS:</u></b><br><br><b>Business and Information Systems Analysis</b><br>Work with programmer analysts and with Product Owners to conduct appropriate business requirement and technical analyses to suggest and create effective work flows and user-friendly interfaces. Document business requirements and software specifications. Apply creative thinking in the design and development of methods of processing data with information technology systems to identify problems, draw valid conclusions, and develop effective solutions. Work closely with developers, stakeholders, and management to determine workload prioritization.                                                                                                                                                                                                                                |
| 25%                                  | <b>Scrum Master</b><br>Manage each project's scope and timeline. Coordinate sprints and daily stand-ups and help the team to reach a consensus. Facilitate internal communication and effective collaboration. Work closely with the product owner to handle product backlog and new requests. Resolve conflicts and remove obstacles that occur. Help teams implement changes effectively and ensure deliverables are up to quality standards at the end of each sprint. Help build a productive environment where team members collaborate and remain engaged in the development of the work product. Additionally, perform Development Operations (DevOps) / Team Foundation Server (TFS) pipeline management and sprint deployment and release coordination, ensuring build pipelines, deployment sequencing, and release activities are executed reliably and in alignment with sprint goals. |
| 20%                                  | <b>Testing</b><br>Create and document various test plans/test suites, and execution of those plans/suites. Document test results in the team standard bug tracking mechanism.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>PERCENTAGE OF TIME PERFORMING DUTIES</b>                                                                                                                                                                                                                                                           | <b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------|
| 10%                                                                                                                                                                                                                                                                                                   | <p><b>Communication and Documentation</b><br/> Establish and maintain cooperative working relationships with those contacted in the course of the work (other members of the ITSB Application Development Unit, Help Desk and Field Support, Network and Server units, Administration Division business customers and end users). Communicate effectively, both verbally and in writing.<br/> Prepare software documentation and prepare effective reports. Work with project managers and supervisors to record work effort using provided tools and methodologies.</p>                                                                                                                                                                                                                                                                                                           |                               |             |
| 5%                                                                                                                                                                                                                                                                                                    | <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b><br/> Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of the DTD-ITSB-Enterprise Application/Web Development Unit goals and objectives.</p> <p><b><u>WORKING CONDITIONS:</u></b><br/> Ability to work at a desk using a computer keyboard several hours a day. Involves sitting most of the time but may require walking or standing. This position will be headquartered in the ITSB offices, but the incumbent will be expected to frequently visit the Administration Division offices, located in another building within walking distance. Attending meetings, work with staff statewide to complete work assignments. Five percent (5%) travel may be required via private or public transportation.</p> |                               |             |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |             |
| <b>PRINT SUPERVISOR'S NAME</b>                                                                                                                                                                                                                                                                        | <table border="1"> <tr> <td data-bbox="899 1024 1373 1121"><b>SUPERVISOR'S SIGNATURE</b></td> <td data-bbox="1373 1024 1520 1121"><b>DATE</b></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>SUPERVISOR'S SIGNATURE</b> | <b>DATE</b> |
| <b>SUPERVISOR'S SIGNATURE</b>                                                                                                                                                                                                                                                                         | <b>DATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |             |
| <b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.<br/> I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |             |
| <b>PRINT EMPLOYEE'S NAME</b>                                                                                                                                                                                                                                                                          | <table border="1"> <tr> <td data-bbox="899 1247 1373 1344"><b>EMPLOYEE'S SIGNATURE</b></td> <td data-bbox="1373 1247 1520 1344"><b>DATE</b></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>EMPLOYEE'S SIGNATURE</b>   | <b>DATE</b> |
| <b>EMPLOYEE'S SIGNATURE</b>                                                                                                                                                                                                                                                                           | <b>DATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |             |